

# Little Traverse Bay Bands of Odawa Indians

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## Job Posting

**Job Title:** ENVIRONMENTAL RESPONSE SPECIALIST  
**Department:** Natural Resources Department  
**Reports To:** Environmental Services Coordinator  
**FLSA Status:** Non-Exempt  
**Salary Range:** \$15.13 to \$20.47 per hour (\$31,475-\$42,584) annual  
**Level:** 4  
**Terms:** Grant funded position: Section 128(a) CERCLA. Expires 09/30/11

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### SUMMARY

The Environmental Response Specialist will implement the Section 128(a) Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) grant for the Tribe. The Specialist will be charged with addressing environmental contamination affecting LTBB and lands located within the 1855 LTBB treaty delineated reservation area. The position is grant funded; the grant is renewable annually.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following, other duties may be assigned:

- Conduct inventory of potentially contaminated sites within the 1855 LTBB treaty delineated area.
- Review current LTBB policies and develop ordinances, regulation, policies, and procedures related to environmental response.
- Provide public access to environmental response documents.
- Provide community education/outreach regarding environmental response activities through the LTBB Community meeting, LTBB newsletter, or other relevant venues.
- Review and comment on documents and actions associated with environmental contamination that affects Tribal public health and/or natural resources.
- Participate in workshops/trainings relevant to environmental response and contamination.
- Serve as a representative for the Tribe in environmental response and contamination matters.
- Maintain all data and databases associated with environmental response and contamination data.
- Maintain communication and coordinate with relevant staff from LTBB, other tribes, federal, state, and local agencies.
- Stay abreast of the current issues regarding environmental response and contamination.
- Participate in relevant air quality trainings and meetings
- Maintain knowledge of LTBB policies and views regarding environmental protection.
- Maintain knowledge of EPA policies, criteria, etc. regarding environmental protection.
- Provide and coordinate compliance assistance for Underground Storage Tanks on LTBB properties.
- Assist with development of Environmental Assessments for LTBB properties.

- Develop and implement a Tribal Environmental Response Plan for LTBB.

### **SUPERVISORY RESPONSIBILITIES**

The Environmental Response Specialist is responsible for supervising other personnel or interns assisting with environmental response related work.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

**Must possess a valid driver's license with a good driving record, reliable transportation, and be insurable.**

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and reach with hands and arms. The employee frequently is required to sit and talk or hear. The employee is occasionally required to stand, walk and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is frequently exposed to outside weather conditions during all four seasons. The noise level in the work environment is usually moderate.

### **EDUCATION**

Bachelor Degree in Planning, Environmental Sciences, Environmental Policy, Resources Management, or related field required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Experience with data management and analysis required.
- Expertise with computer software. (Windows 2000, Office 2000 Pro, etc.)
- Must be self-motivated, trustworthy, and dependable.
- Must possess excellent oral and written communication skills.
- Must be detail-oriented.
- Knowledge of GIS programs preferred
- Knowledge of USEPA Brownfields program, federal and state environmental regulations and statutes preferred

### **OTHER**

Indian Preference will apply.